

CREEK'S EDGE AT STONY POINT TOWN HOMES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

VIRTUAL

Wednesday June 17, 2020

6:30pm

President – Mike Pratt (2020)
Vice President – Larry Dahn (2022)
Director – Rob Tait (2021)
Treasurer – Steve Middleton
Secretary – Traci Clark

DRAFT MINUTES

- I. CALL TO ORDER (President): Mike Pratt called the meeting to order as President at 6:34 pm
- II. ROLL CALL and QUORUM STATUS (Secretary): Virtual Meeting, in attendance: Mike Pratt – President; Larry Dahn – Vice President; Steven Middleton – Treasurer; Traci Clark – Secretary; Rob Tait – Director; Cheryl Dillard – Managing Agent; Pat Mohr – Chairman of the Social Committee/Homeowner; Richard Bream – Homeowner; Mike Shae – Homeowner; Fran Farmer – Homeowner; Tom Byrd – Homeowner; Michael Massell – Homeowner; Loraine Massell – Homeowner; Fran Farmer – Homeowner; Susan Chandler – Homeowner; Sharon Talarico – Homeowner; Jerry Clark – Homeowner; Al Astley – Homeowner; Courtney Astley – Homeowner; Jennifer Frisch – Homeowner; Lee Chaharyn – Homeowner; Daniel Dell’Orto – Homeowner; Melissa Eager – Homeowner; Wendy Henley – Homeowner; Debbie Markel – Homeowner; Rosanne Salasin - homeowner
- III. APPROVAL OF MINUTES
 - A. May 18, 2020: Rob Tait moved to approve the minutes; Larry Dahn seconded the motion; the motion passed unanimously.
- IV. OWNER COMMENT PERIOD: Steven Middleton confirmed that a new builder for Creek’s Edge has been selected and he is currently working through the agreement; plans for the next building have been submitted to the City of Richmond; new construction activity will hopefully start by the end of July subject to permits being issued; the Social Committee and Mike Pratt will send out a survey requesting input for Social Committee activities and charitable events; per Rick Bream’s request, Cheryl Dillard will notify homeowners of food truck events held by the Creek’s Edge Apartment community; Sharon Talarico stated that she would like for the Board to consider having all Board meetings accessed virtually; Cheryl Dillard stated virtual meetings are currently allowed due to the State of Emergency, but the recommendation will be considered at a later date; Rick Bream noted that street lighting is poor in his area of the community and inquired if there was a plan to add additional pole lights; the community’s street lighting plan was submitted to and approved by the City; Mike Pratt will walk the area to look at the lighting concern.
- V. REPORTS
 - A. President (Pratt): Verizon has completed the installation of the conduit and cable.
 - B. Treasurer (Middleton):
AS OF MAY 31, 2020
 1. \$37,718 in the operating checking account
 2. \$30,526 in the Paint Fund money market account
 3. \$276,514 in the Reserve Account, including \$57,083 in money market accounts and \$219,431 in CDs with one-year maturities and staggered expiration dates and yields ranging from 1.1% to 2.57%; \$50,000 in money market account was combined with CD maturing in May and rolled over
 4. \$0 in past due assessments
 5. Monthly Total Revenue was \$25,122 which was \$50 under budget
 6. Monthly Total Expenses were \$17,777 which was \$5,552 under budget

7. Monthly Net Revenue was \$7,345 or \$5,502 over budget
8. Monthly significant (+/- \$200) variations in expense line items were as follows:
Tax Prep and Filing \$550 over budget (timing)
Landscape Repair/Replace \$958 under budget
Other Landscaping \$2,294 under budget
Termite Bond \$200 under budget
Roof Repair \$417 under budget
Water Irrigation \$1,000 under budget
9. Year to Date Total Revenue was \$125,580 which was \$130 under budget
10. Year to Date Total Expenses were \$116,118 which was \$18,720 under budget
11. Year to Date Net Revenue was \$9,462 or \$18,590 over budget
12. Year to Date significant variations (+/- \$500) in expense line items were as follows:
Tax Prep and Filing \$550 over budget (timing)
Taxes \$1,416 under budget
Clubhouse Electricity \$507 under budget
Landscape Repair/Replacement \$2,788 under budget
Other Landscaping \$1,791 over budget
Powerwashing \$1,875 under budget
Irrigation Repairs \$695 under budget
Gate Repairs \$4,323 under budget
Termite Bond \$2,533 over budget
Roof Repair \$1,044 over budget
General Repair \$580 over budget
Pool Repair/Maintenance \$1,051 over budget
Pool Water \$2,359 under budget
Trash Collection \$558 under budget
Storm Water Fees \$611 under budget
Water Irrigation \$1,183 under budget

In general, we have sufficient cash reserves and the repair/replacement reserve is funded in accordance with reserve study recommendations.

- C. Developer/Builder (Middleton): Steven Middleton met with James Vanhook, of LeGault Homes, and reviewed all items to be completed before LeGault is finished building in the community.
- D. Social Committee (Mohr): The committee held a meeting on April 30th to discuss social plans going forward; the committee currently has \$1,075.43 in the social fund; all events are on hold due to Covid 19.
- E. Covenants Committee (Tait): Larry Dahn and Rob Tait will attempt to remove diseased bushes from two properties.
- F. Operations/Landscaping Committee (Pratt): Bush trimming will happen in July; painting will begin around July 1st for 3-Villa homes and 6-town homes; irrigation heads for the boulevard median should be installed by the end of the week.
- G. Beautification Committee (Perszyk): Sharon Talarico stated that the committee is considering purchasing plants for the boulevard since the irrigation will be operating; Cryptomeria trees were limbed improperly and now the view is unsightly, and the Beautification Committee is considering installing a fence or adding planter boxes.
- H. Managing Agent: Community Partners is conducting an audit.

VI. UNFINISHED BUSINESS

- A. Tru Timber Quotes: Mike Pratt reviewed a Tru Timber quote for various landscaping needs in the community, which totaled \$1,880; Tru Timber provided a

second quote to cut down two trees behind 9485; Mike Pratt made a motion to approve both quotes, totaling \$2,500 and, Rob Tait seconded; there was no discussion and the motion passed by unanimous vote.

VII. NEW BUSINESS

- A. Pool: Richmond has entered Phase 2 and the HOA is working to meet all guidelines from the Governor's executive order; Covid 19 signage has been installed at the pool; Mike Pratt is contacting the VDOH and the Governor's office for clarification on a few items in the Phase 2 guidelines including whether an attendant is required; the pool will remain closed until the HOA has a full understanding of the Phase 2 guidelines.
 - B. Innovated Screen Solutions: Rob Tait stated that the contractor will install front and back screen doors on the clubhouse at no charge; Steven Middleton made a motion to approve the installation of the Innovated Screens at the clubhouse and, Larry seconded; the motion passed unanimously.
- VIII. NEXT MEETING DATE: Monday, July 20th, at 5:30 pm. Due to Covid 19, location details to be determined.
- IX. EXECUTIVE SESSION (if necessary) – N/A
- X. RETURN TO OPEN SESSION (if Executive Session) – N/A
- XI. ADJOURNMENT: Larry Dahn moved to adjourn the meeting and, Steven Middleton seconded; there was no discussion and the motion passed by unanimous vote; the meeting was adjourned at 8:17 pm.

Maintenance or service requests can be submitted at www.communitypartnersva.com or sent to Community Administrator Jessica Crump (378-5000x232)–jcrump@communitypartnersva.com

Residents are welcome to address the Board during the Owner Comment segment of the meeting. This segment is intended to provide members an opportunity to give input to the Board of Directors. The Board will take any input under advisement but may not respond immediately as they proceed with the planned business of the meeting. The Board reserves the right to limit this section of the meeting to a time they believe is appropriate. Please observe Robert's Rules of Order.